



# Examination information booklet

## Certifying examinations

Revised December 2018

## Restrictions on sitting examinations

### ***Examinations 9195 Certifying Plumber, 9196 Certifying Gasfitter and 9198 Certifying Drainlayer***

No candidate will be eligible to sit or enrol for any of these examinations until:

- In the case of a candidate for the 9195 examination, s/he has passed the examination 9192.
- In the case of a candidate for the 9196 examination, s/he has passed the examination 9193.
- In the case of a candidate for the 9198 examination, s/he has passed the examination 9197.

## Applications for examination entry – Certifying examinations only

- Application forms are available from the Plumbers, Gasfitters and Drainlayers Board's website [www.pgdb.co.nz](http://www.pgdb.co.nz) during enrolment time, or PO Box 10655, The Terrace, Wellington 6143, phone 0800 743 262.
- Application forms must be **posted** (post-marked) or hand delivered by the enrolment's closing date.
- Candidates are able to enrol online through their PGDB trade login. This online option is available during enrolment time only and closes at 5pm on the last day of the online enrolment period published on [www.pgdb.co.nz/trade/exams.html](http://www.pgdb.co.nz/trade/exams.html)
- The closing date for applications for special assessment conditions and overseas examinations applications is **15 April for June examinations and 15 September for November examinations**. Note these applications cannot be completed online.
- The closing date of enrolments for **posted** certifying examination applications is **30 April for June examinations and 30 September for November examinations**. Similarly, **online** enrolments through the candidates' trade login must be completed **by 5pm on 10 May and 10 October** for June and November examinations respectively.
- Applications posted to the Board after the closing dates will not be processed and will be returned to the applicant.
- Application forms not accompanied by payment of the examination fee of \$350, incl. GST, for each examination will not be processed and will be returned to the applicant.
- Applications received by fax or email will **not** be accepted.
- Incorrect or incomplete application forms may not be processed and may be returned to the applicant.

## Change of address

- The Board must be informed of any change to your address after applying for entry to examinations immediately by emailing [exams@pgdb.co.nz](mailto:exams@pgdb.co.nz).

## Examination venues and timetable

- The examination venues and timetable for certifying examinations are listed under the examinations section of the Board's website.

## Sitting examinations overseas

- If you are based in New Zealand but transferred overseas in the course of employment, or you are overseas as a member of a team or organisation representing New Zealand at the time of the examinations, or you live overseas, you may apply to sit examinations overseas. **For certifying examinations, you must find a venue and supervisor acceptable to the Board and meet all additional costs.**
- Applications for sitting examinations overseas must be on the form "Application for examination to be sat overseas", available from the Board's office. You will be required to complete all sections of this application form and return it to the Board by **15 April for June certifying examinations and 15 September for November certifying examinations**. You must also complete and submit the appropriate application for entry to the Plumbers, Gasfitters and Drainlayers Board examinations form, together with examination entry fees, by **15 April for June examinations and 15 September for November examinations**.

## Change of examination venue

- Changes to the selected examination venue can be made up to two weeks prior to the examination date.

## Special assessment conditions

- Written application for assistance or special conditions must be submitted to the Board by **15 April for June examinations and 15 September for November examinations**. This application must include supporting evidence. For further information, refer to the Special Assessment Information Booklet on the Board's website or contact the Board's office.
- Applications for special assessment conditions will be subject to approval.

## Advice notices

- Advice notices will be emailed on or about **15 May for June examinations and 15 October for November examinations**. This confirms details of your examination entry. You must check that ALL details shown on the advice notice are correct. If there is an error, correct it and return the corrected advice notice to the Board by **25 May for June examinations and 25 October for November examinations**. Send notices to [exams@pgdb.co.nz](mailto:exams@pgdb.co.nz) or alternatively post them to the Plumbers, Gasfitters and Drainlayers Board, PO Box 10655, The Terrace, Wellington 6143.

## Examination admission slips

- You will be sent an admission slip and *Instructions to Candidates* booklet around **25 May for June examinations or 25 October for November examinations**. The admission slip includes the date, time and venue for your examination. **Check that ALL details are correct.** If any details are incorrect, or you have not received an admission slip

please contact the Board. **The admission slip must be taken to each examination session along with your photo identification (e.g. driver's licence).**

## Withdrawals

If you withdraw from an examination for which payment has been made to the Board, you will be refunded your full entry fees provided written advice of withdrawal is received by the Board two full weeks prior to the examination where there have been special conditions granted, or one full week prior to the date of the examination in any other case.

No fees will be refunded or withdrawals accepted after these dates.

## Release of examination results

- Official result notices will be released (couriered) by the Board by **10 August for June examinations and 31 January for November examinations.**
- Further information regarding the release of results will be included in the *Instruction to Candidates* booklet.

## Examination scope documents and previous examination papers

- Examination candidates should familiarise themselves with the [examination guidance documents](#), which sets out the framework for each examination. These are available from the Board's website.
- [Past examination papers](#) and model answers are available from the Board's website for reference.

## Examination day

- Examination candidates must report to the examination room at least 15 minutes before the commencement of the examination.
- No class notes, handwritten notes or publications are permitted to be taken into examination rooms. This includes Acts, Regulations, Codes of Practice and Standards.
- When sections of Acts, Regulations, Standards or Codes of Practice are required to be used to assist answering a question in an examination the Board will make the relevant publication or extract available.
- Candidates will be notified precisely what equipment – for example, scientific calculator – may be taken into the examination room.
- No cell phones or electronic equipment are permitted to be taken into the examination room unless specifically allowed.